



## King County

### Department of Permitting and Environmental Review

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**206-296-6600** TTY Relay: 711  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)

# Permitting Submittal Services

For alternate formats, call 206-296-6600

**Print on legal-size (8½ x 14") paper only**

## Information and Instructions for Permitting Submittal Services

Permitting Submittal Services (PSS) is designed to assist the applicant in preparing their application package. During PSS, staff will provide the applicant with specific feedback and identify any red flags to allow the applicant to prepare a complete and accurate application resulting in quicker permit processing times.

Small, simple projects may qualify for over-the-counter permit issuance (see Over-The-Counter Permit Information and Submittal Checklist form [www.kingcounty.gov/property/permits/info/applying](http://www.kingcounty.gov/property/permits/info/applying) ). Permit types that require review, generally are larger and more complex. Commercial buildings and commercial addition proposals over 5,000 square feet of combined building and site construction trigger the need to schedule a PSS appointment. Except for permit types that require an appointment, customers are assisted on a first come first serve basis during customer service hours.

Many information bulletins are available on our website which may answer questions regarding construction and land use permitting: [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits). Customers may contact the Department of Permitting and Environmental Review at 206-296-6600 prior to submittal of their materials to confirm the PSS requirements and qualifications.

PSS approval is not permit approval and does not authorize construction or use. Upon the successful completion of the PSS process, permit application materials can be accepted for permit intake.

## Customer Service Hours

**Monday, Tuesday, Thursday, and Friday - 7:30 to 11:30 a.m. & 1:00 to 3:00 p.m.**

**Wednesday - Closed to the public**

## Permit Types That Require Review

- Single Family Residence (see Permitting Bulletin 9)
- Residential Additions more than 500 square feet of new structure associated with existing single family residences (see Permitting Bulletin 9)
- Residential Remodel that includes interior structural alterations for existing single family residences (see Permitting Bulletin 9)
- Residential Accessory structures that are more than 1,500 square feet of new structure associated with existing single family residences (see Permitting Bulletin 9)
- Residential Revision to alter building permits that are at an Issued or Extended permit status
- Agricultural Buildings
- Sign applications for monument signs, freestanding signs, and pole signs (see Permitting Sign Requirement Checklist)
- Tenant Improvement for over 5,000 square feet for offices, over 10,000 square feet for retail sales, and all other occupancies including any associated change of use (see Permitting Bulletin 5)
- Commercial Buildings and Commercial Additions over 5,000 square feet of combined building and site construction are considered large complex projects which require a Permit Submittal Services appointment. Call 206-296-6797 to schedule an appointment. (see PSS Checklist, Bulletin 8, SEPA Bulletin 26)
- Clearing and Grading that are State Environmental Policy Act (SEPA) exempt, SEPA completed by other agency, or anticipated SEPA Determination of Non-Significance (see Permitting Bulletin 28)
- Right-of-Way Use
- Boundary Line Adjustments (BLA), Separate Lot, Innocent Purchaser, or Lot Merger
- Road Standards Variance Request to the County Road Engineer
- Surface Water Design Manual Requirements/Standards Adjustment Request
- Commercial Mechanical (see Permitting Bulletin 36)

PSS Process: Steps For The Applicant

1. Review PSS information and instructions. For applications that require review, prepare submittal materials based on the checklist below.
2. During customer service hours, submit application materials.
3. Application materials will be formally screened by Permit Review Coordinators and DPER review staff. If any issues are found, the customer will be given a written record of the items that need to be addressed.
4. The proposal will move forward immediately to formal permit intake once the submittal materials are deemed complete and appropriate for permit intake.

Permitting Submittal Services Checklist

The first table below is a list of permit types that require review and the corresponding minimum submittal items needed to start the application process. You are welcome to include additional information in excess of these minimum items. The second table is an overall list of submittal items. Note this list may not include all submittal items required for formal permit intake.

PERMIT TYPES

	PERMIT TYPE	Property	Plans	Health	Site
	Single Family Residence (see Bulletin #9)	1,2,3,4	7, 8	9,10 or 11	17
	Complex Residential Addition (see Bulletin #9)	1,2,3	7, 8	9,10 or 11	17
	Complex Remodel (see Bulletin #9)	1,2,3	7, 8	9,10 or 11	17
	Complex Accessory Structure (see Bulletin #9)	1,2,3	7, 8	9,10 or 11	17
	Residential Revisions (see Bulletin #9)	1,2	7, 8		
	Agricultural Building (see Bulletin #58)	1,2,3,4	7, 8	9,10 or 11	17
	Sign (monument, free standing, pole) (see Bulletin #20A)	1,2,3	7, 8a		
	Complex Tenant Improvement (see Bulletin #5)	1,2,3	7, 8a	9,10 or 11	
	Small Commercial Building (see Bulletin #8)	1,2,3	7, 8a	9,10 or 11	17
	Commercial Mechanical (see Bulletin #36)	1,2,3	7, 8a		
	Clearing and Grading	1,2,6	8	11	13,14,15,16
	Right-of-Way Use	1	8		17
	Boundary Line Adjustments	1,2,3,4,5	8	12	16
	Separate Lot, Innocent Purchaser, Lot Merger	1,2,3,5	8		
	Road Standards Variance, Surface Water Adjustment	1,2,3	8		

SUBMITTAL ITEMS

Property	1.	Affidavit of Application
	2.	Parcel Number/Property Tax Account Number
	3.	Legal Description of Property
	4.	Proof of Legal Lot – see Bulletin #2
	5.	Title Report
	6.	Recorded Access Easement (proof of legal access)
Plans	7.	Building/Architectural Plans – 2 sets
	8.	Site Plan (to scale on an 11 x 17 site plan template); 8a. Architectural Site Plan (to scale)
Health	9.	Certificate of Water Availability (or recorded Well Covenant, if property served by private water system)
	10.	Certificate of Sewer Availability
	11.	Copy of Public Health submittal including site plan (if the property is served by a septic system)
	12.	Copy of Public Health approval (approved coversheet and approved site plan)
Site	13.	Residential Clearing & Grading Questionnaire
	14.	Soil Health: Achieving the Post-construction Soil Standard (when site soils are disturbed)
	15.	Clearing & Grading Permit Application Worksheet
	16.	Critical Areas Designation (CAD)
	17.	King County Flood Hazard Certification form (if applicable)
	18.	Permits subject to SEPA, include SEPA Environmental Checklist (ECL)